

Information Sheet For Setting Up Child Support Cases And Researching Payments for the Office of Child Support Enforcement (OCSE)

Return this form to your local Child Support Office, Revenue Office, or Circuit Clerk's Office. You can also fax the form to (501) 683-7912.
Forms can also be mailed to: OCSE – P.O. Box 8133 – Little Rock, AR 72203

Child Support Case ID (if known)	
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The information in the block(s) below is **REQUIRED** to set up a case in the Child Support database. The information in this section is for the **Custodial Parent (CP)**.

Custodial Parent (CP) Name	
Court Docket #	
County (where the order was granted)	
Custodial Parent SSN	
Custodial Parent Address, include Street, Apt#, City, State, Zip	
CP Home Telephone Number	
CP Daytime or Work Telephone Phone Number	

The information in the blocks below is not required but will help speed up the processing of payments. The information in this section is for the **Non Custodial Parent (NCP)**.

Non Custodial Parent Name	
NCP Social Security Number	
NCP Address, include Street, Apt#, City, State, Zip	
NCP Employer Telephone Number	
NCP Employer Name and Address	
NCP Employer Telephone Number	
NCP Amount Withheld	
NCP Pay Period Frequency	

Payment Research Information Do Not Complete - For Office Use Only

	Payment 1	Payment 2	Payment 3
Date of Payment			
Amount of Payment			
Check Number			

